

SOCIAL NETWORK DO'S & DON'TS

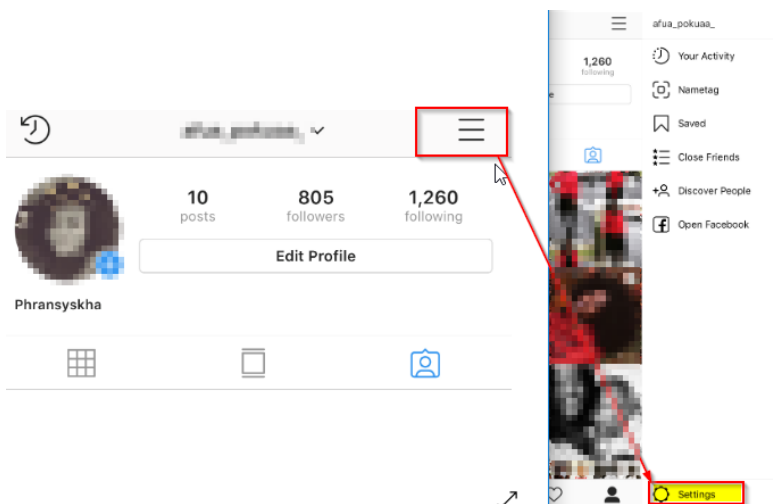
- Only establish and maintain connections with people you know and trust. Review your connections often.
- Assume that ANYONE can see any information about your activities, personal life, or professional life that you post and share.
- Ensure that your family takes similar precautions with their accounts; their privacy and sharing settings can expose your personal data.
- Avoid posting or tagging images of you or your family that clearly show your face. Select pictures taken at a distance, at an angle, or otherwise concealed. Never post Smartphone photos and don't use your face as a profile photo, instead, use cartoons or avatars.
- Use secure browser settings when possible and monitor your browsing history to ensure that you recognize all access points.



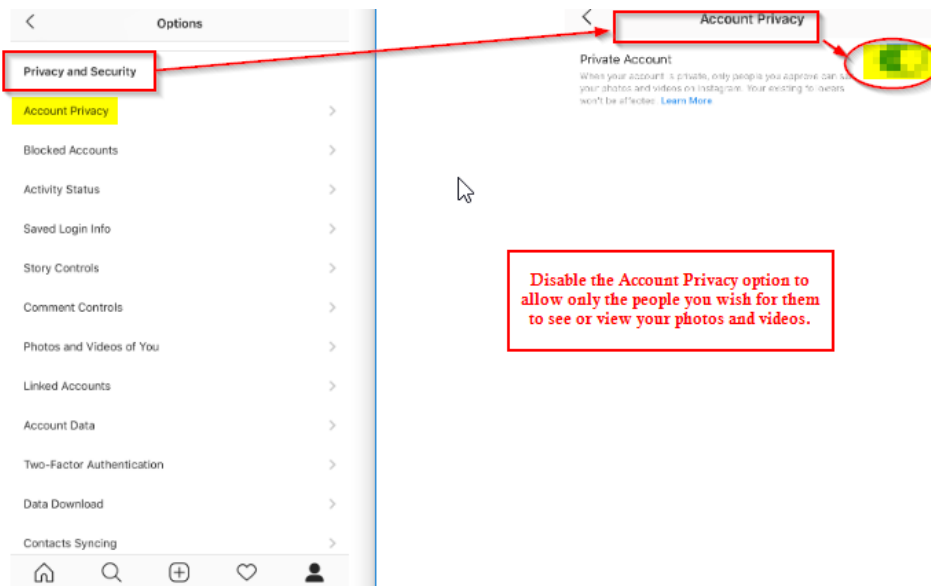
MANAGING YOUR INSTAGRAM ACCOUNT

PROTECT YOUR INSTAGRAM INFORMATION

1. **Edit your profile.** Edit your profile account in the settings section to display minimal personal information.



2. **Manage your settings.** Navigate from profile page to settings to edit, adjust, restrict or disable activities that enable users and followers all to have access to or track your moves on IG.
 - a. **Disable your account Privacy** - to allow only people you approve to see your photos and other private information.
 - b. **Existing followers will not be affected** however, remove existing followers if you wish for them not to have access.

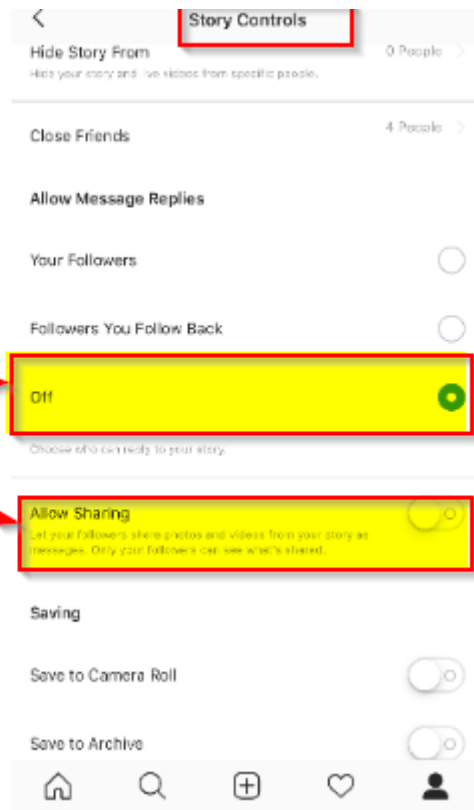
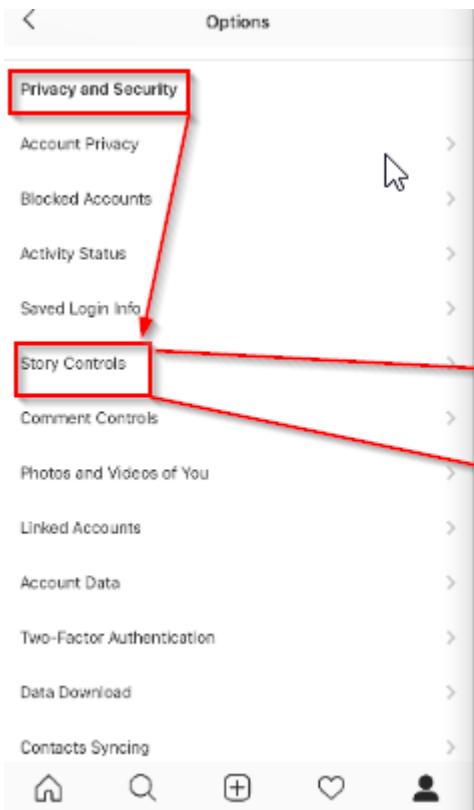


c. Manage the visibility of your last activity by disabling the **Show Activity Status**.

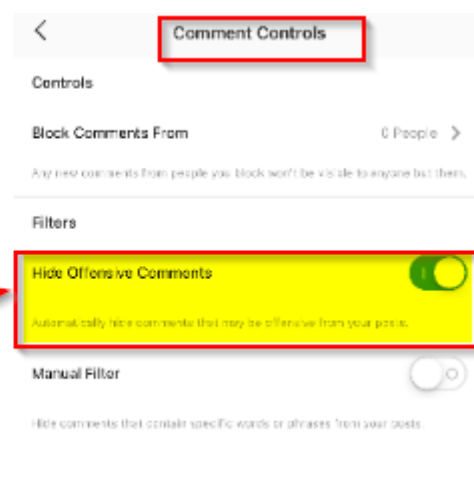
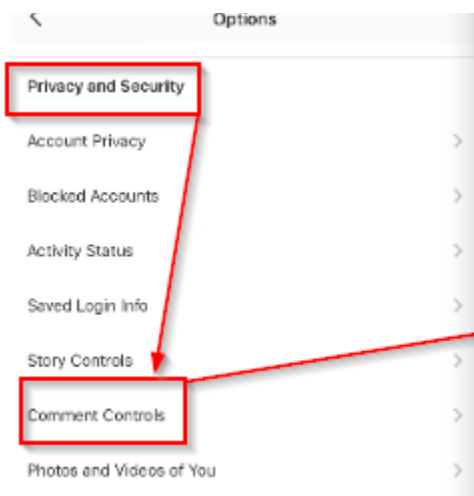


d. **Turn Off your Story Controls** – Choose who can reply to your stories or message you on IG.

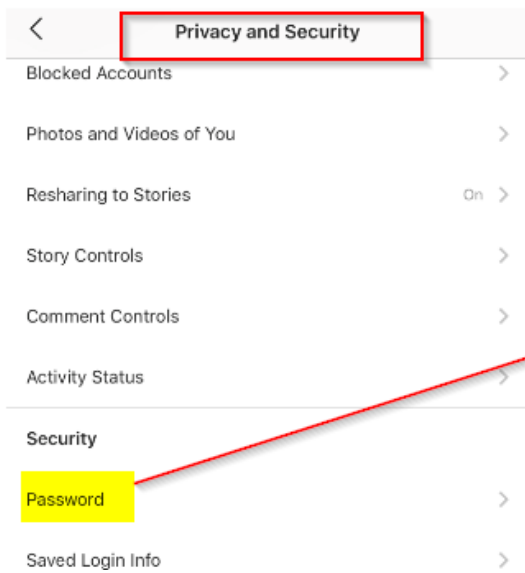
i. Restrict who share your information or stories from you IG posts or activities.



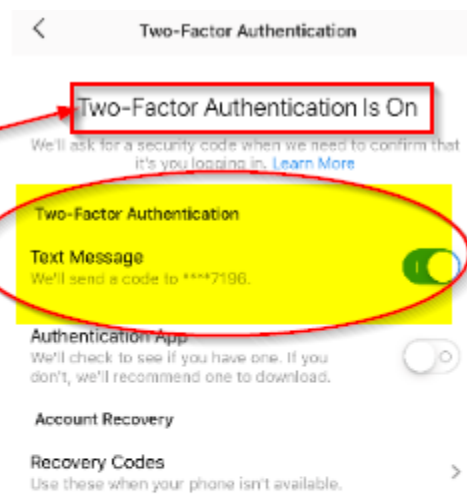
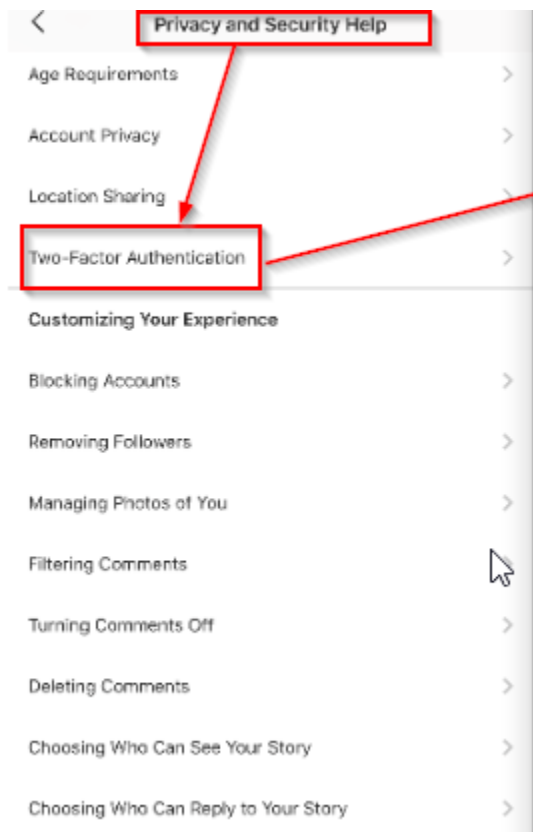
e. Hide offensive comments by enabling the 'Hide Offensive Comment' button.



f. Change or reset password – Use a passphrase if possible and also do not save your password on IG.



g. Turn on your **Two-Factor Authentication** by adding a personal phone number for receiving the confirmation code.





THINGS TO REMEMBER

- **MAKE YOUR ACCOUNT PRIVATE** - Instagram account is accessible to the public; therefore, anyone can view your profile, photos, videos, and stories and comment on them. To allow only approved followers to be able to view your posts, set your account to private.
- **HIDE ACTIVITY STATUS** – Individuals you follow or have direct conversations with can by default see when you were last active on Instagram. Change Visibility of your status anytime!
- **REMOVE FOLLOWERS** – Remove individuals or followers from your friends list if you no longer want them to see your new posts. This can work for both public and private accounts.
- **HIDE STORIES/RESTRICT DIRECT MESSAGING AND SHARING** – If you don't want to share photos or videos with your whole world with specific individuals e.g. family.
- **BLOCK COMMENTS** – If you are annoyed by the constant inappropriate comments on your posts, you can stop this by blocking individuals from commenting.
- **REMOVE TAGS** – In other than for post you are tagged in be automatically added to your Instagram profile by default, remove or disable your tagging option in setting.

USEFUL LINKS

A Parent's Guide to Internet Safety

www.fbi.gov/stats-services/publications/parent-guide

Wired Kids

www.wiredkids.org/

Microsoft Safety & Security

www.microsoft.com/security/online-privacy/social-networking.aspx

OnGuard Online

www.onguardonline.gov/topics/social-networking-sites.aspx